



# **VOLUNTEER OPPORTUNITIES**

## **Latino Programs and Outreach**

**City of Bloomington  
Community and Family Resources Department**

We offer volunteer opportunities for people with various levels of Spanish and English fluency (beginner, intermediate, advanced, near native, and native). Please read the volunteer opportunities descriptions, and select the one(s) you are most interested in. Keep in mind that the time commitment indicated in the description is only an estimate. Some people could take longer to complete some activities described in this document. Remember to fill out a volunteer application and send to us by email, fax, or mail. We will contact you as soon as possible.

### **Contact Us**

---

Division of Latino Programs and Outreach  
City of Bloomington  
401 N. Morton Street, Ste 260, Bloomington, IN 47402

Website: <http://bloomington.in.gov/cfrd/latino.php>  
Email: [brittonm@bloomington.in.gov](mailto:brittonm@bloomington.in.gov)

Telephone: 812-349-3465/ 349-3860  
Fax: 812-349-3483

### **Division of Latino Programs and Outreach**

---

The Latino Programs and Outreach division of the Community and Family Resources Department was created to serve our community's rapidly growing Latino immigrant population. Staff and volunteers serve as the liaison for the Department and community organizations giving support to the Spanish speaking population and/or promoting diversity and cultures. Additionally, we provide direct services (referrals, interpretation and translation) to Spanish speaking community members.

# Hola Bloomington, Spanish Radio Show

WFHB 98.1 & 91.3 FM Fridays 6-7 PM

---

Hola Bloomington is a project of the City of Bloomington and WFHB community radio. Hola Bloomington is a volunteer powered Spanish radio program that provides a communication medium for Bloomington Spanish speakers to share their views and have access to information about topics relevant to them. Hola Bloomington also serves as a bridge for communication and cooperation between service agencies and Spanish speakers in order to promote community participation and engagement.

*Suggested for individuals in the following fields: journalism, communication and culture, Spanish, writing, anthropology, publicity, marketing and public affairs.*

- Researcher: finds information on the web, magazines, newspapers, etc. Translates articles when needed. Works closely with the news director and assists with summarizing the news of the week in Latin America, the USA and Bloomington. (2 hrs/wk, advanced Spanish)
- Field Reporter: Write stories about Latino life in Bloomington. Needs to select a topic, research, and do interviews when needed. Also responsible for editing story to be ready to go on the air (will receive training on equipment). (5-8 hrs/segment, advanced Spanish)
- Presenters: reads information segments during live program or prerecords segments. Conducts live interviews. (2 hrs/wk advanced Spanish)
- Board Operator: Operates sound board, microphones, and other equipment needed to air program. (Training on equipment provided). Performs sound checks before the program airs. (1½ hrs/wk, beginner Spanish)
- Sales Representative: Contacts Latino owned businesses to obtain program underwriting. (2hrs/wk, beginner Spanish)
- Segment Producer: This person must have a working knowledge of “Protools” or other audio editing software. Duties include recording and mixing vocals, operating and outputting from MiniDisc recorder, transferring, normalizing, and editing of digital audio in “Protools”, editing and producing feature segments for actual broadcast. (4 hrs/wk, intermediate Spanish)



Técnicos: Miguel Lara & Oscar Arreaza



Locutores: Luz María López, Tomas Morales y Carlos González

# Boletín Comunitario

Spanish language community newsletter

---

Boletín Comunitario is a monthly publication of CFRD to bring news, public opinion, and community information to its Spanish speaking clients. Copies are also distributed to community organizations and Latino restaurants.

*Suggested for individuals in the following fields: Spanish, education, journalism, communication and culture, writing, anthropology, publicity, marketing and public affairs.*

- **Writer/Reporters:** Researches, perform interviews, takes pictures, and writes stories about Latino life in Bloomington and issues of importance in the Latino community. (5hrs/story, advanced Spanish)
- **Researcher:** Finds Latino affairs information at the national, state and local level. Uses the internet, magazines, newspapers, etc. (2hrs/wk, beginner Spanish)
- **Editor's assistant:** Proofread newsletter, look for grammatical and spelling errors. (5hrs/month, near native Spanish)
- **Mailing and distribution:** Prints and assist with the mailing distribution of each issue. (3hrs/month, no Spanish required)



## Interpreters and Translators

---

Volunteers provide translation documents such as brochures, flyers, and forms from community agencies. The service is provided as need basis. Translators are also need to update our website and the resource directory. Volunteers would be asked to translate from their second language to their native language. Volunteer interpreters are needed during Tax season (January to April) to assist Spanish speaking families. Interpreters are also needed to enroll families in the Hoosier Healthwise insurance program. (2-5hrs/wk, Spanish level intermediate to native)

*Suggested for individuals in the following fields: Education, Spanish, Translation, Linguistics, and Social Work.*

# Special Events

---

Every year our office organizes and co-sponsors events such as Cinco de Mayo, Latino Festival (usually held in September), Fall Fiesta (usually in October), health fairs, Hispanic Heritage Month, and other entertainment and educational activities.

- **Publicity:** designs publicity materials such as flyers, posters, bulletin boards, and invitations. Compiles a distribution list and makes media contacts in the radio and television. Helps with the distribution of publicity in the community. (3-5hrs/wk depending on the season, intermediate Spanish)
- **Planning:** attends planning meetings with the organizing committee, provides ideas and makes contacts. Assists the organizing committee by making reservations, identifying artists, vendors, and venues. (3-5hrs/wk depending on the season, intermediate Spanish)



Hispanic Heritage Month Exhibit



Latino Festival



Day of the Death